

805C-42A-4000
Analyze Personnel Readiness Management (PRM) Considerations
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD1 - This training product has been reviewed by the training developers in coordination with the USASSI / Fort Jackson SC foreign disclosure officer. This training product can be used to instruct international military students from all approved countries without restrictions.

Condition: You are the Senior HR NCO and have responsibility for personnel readiness in your unit, including training subordinate S-1 on Personnel Readiness Management (PRM). Your unit is scheduled to deploy in the next 180 days and you must review manning for your unit and ensure personnel readiness levels are consistent with HQDA Manning Guidance. You have access to AR 220-1 (Army Unit Status Reporting and Force Registration-Consolidated Policies), AR 600-8-6 (Personnel Accounting and Strength Reporting), AR 614-100 (Officer Assignment Policies, Details, and Transfers), AR 614-200 (Enlisted Assignments and Utilization Management), DA PAM 611-21 (Military Occupational Classification and Structure (SMARTBOOK)), FM 1-0 (Human Resources Support), ATP 1-0.1 (G-1/AG and S-1 Operations), the Army G1 Personnel Policy Guidance (PPG), the Active Component Manning Guidance (ACMG), HR enabling systems, and standard office supplies and equipment. Some iterations of this task should be performed in MOPP 4.

Standard: Develop a strength management and personnel distribution plan that ensures your unit deploys at or above the current HQDA Manning Guidance. Identify 100% of non-deployable Soldiers and request replacements.

Special Condition: None

Safety Risk: Low

MOPP 4: Sometimes

Task Statements

Cue: Analyzing unit personnel readiness for deployment.

DANGER

None

WARNING

None

CAUTION

None

Remarks: None

Notes: None

Performance Steps

1. Develop unit-level PRM policies and SOPs.
2. Conduct PRM predeployment activities.
 - a. Submit G1 Rear Detachment (RD) report, as required.
 - b. Identify non-deployable Soldiers.
 - c. Track the physical profile process, immunizations, and medical/dental readiness using the Medical Protection System (MEDPROS).
 - d. Manage Derivative Unit Identification Codes (UICs).
 - e. Review Human Resources Authorization Report (HRAR)/Unit Manning Report (UMR) for authorizations and proper slotting of personnel.
 - f. Determine replacement priorities based on current and forecasted readiness status and commander's intent.
 - g. Distribute Soldiers to subordinate commands based on documented manpower requirements, authorizations, and predictive analysis.
 - h. Cross-level Soldiers, as required, to ensure all deploying elements are sufficiently manned.
 - i. Monitor status of non-deployable Soldier status, to include Rear Detachments.
 - j. Coordinate Soldier Readiness Processing (SRP) to validate individual readiness and ensure visibility through updates to appropriate systems and databases.
3. Report Personnel Readiness status (current and projected) of subordinate units to the commander.
 - a. Report the status of key leaders, low-density MOS, critical combat squads, crews, and teams.
 - b. Predict personnel requirements, based on current strength levels, projected gains, estimated losses, and the projected number of Soldiers returning to duty from Medical Treatment Facilities (MTFs).
 - c. Monitor personnel losses.

Note: e.g., combat, non-combat, legal actions, medical, MOS Administrative Retention Review (MAR2), Medical Evaluation Boards (MEBs), etc.).

 - (1) Utilize Warrior Transition Units (WTUs) when appropriate.
 - (2) Ensure officers and enlisted personnel comply with Human Resources Command (HRC) assignment instructions.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

Evaluation Preparation: This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Developed unit-level PRM policies and SOPs.			
2. Conducted PRM predeployment activities.			
a. Submitted G1 Rear Detachment (RD) report, as required.			
b. Identified non-deployable Soldiers.			
c. Tracked the physical profile process, immunizations, and medical/dental readiness using MEDPROS.			
d. Managed Derivative UICs.			
e. Reviewed HRAR / UMR for authorizations and proper slotting of personnel.			
f. Determined replacement priorities based on current and forecasted readiness status and commander's intent.			
g. Distributed Soldiers to subordinate commands based on documented manpower requirements, authorizations, and predictive analysis.			
h. Cross-leveled Soldiers, as required, to ensure all deploying elements were sufficiently manned.			
i. Monitored status of non-deployable Soldier status, to include Rear Detachments.			
j. Coordinated SRP to validate individual readiness and ensure visibility through updates to appropriate systems and databases.			
3. Reported Personnel Readiness status (current and projected) of subordinate units to the commander.			
a. Reported the status of key leaders, low-density MOS, critical combat squads, crews, and teams.			
b. Predicted personnel requirements, based on current strength levels, projected gains, estimated losses, and the projected number of Soldiers returning to duty from MTFs.			
c. Monitored personnel losses.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	AR 220-1	Army Unit Status Reporting and Force Registration - Consolidated Policies	Yes	Yes
	AR 600-8-6	Personnel Accounting and Strength Reporting	Yes	No
	AR 614-100	OFFICER ASSIGNMENT POLICIES, DETAILS AND TRANSFERS	Yes	No
	AR 614-200	ENLISTED ASSIGNMENTS AND UTILIZATION MANAGEMENT	Yes	No
	DA PAM 611-21 SMARTBOOK	MOS Smartbook	Yes	No
	FM 1-0	Human Resources Support http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf	Yes	Yes
	FM 1-0.01	S-1 Operations	Yes	No

TADSS : None

Equipment Items (LIN): None

Materiel Items (NSN) :

Step ID	NSN	LIN	Title	Qty
	7025-01-328-5540		Printer, Automatic Data Processing, Laser Printer	1
	7021-01-C14-3190	70210N	Computer, Micro Lap-Top Portable AC: M4500 Dell	1

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to the current Environmental Considerations manual and the current GTA Environmental-related Risk Assessment card.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks :

Task Number	Title	Proponent	Status
805C-42A-4233	Coordinate Personnel Information Management (PIM)	805C - Adjutant General (Individual)	Superseded
805C-42A-4026	Validate Unit Status Reporting (USR)	805C - Adjutant General (Individual)	Approved
805C-42A-4411	Manage Enlisted Strength Management	805C - Adjutant General (Individual)	Superseded
805C-42A-4028	Review the Enlisted Promotions System	805C - Adjutant General (Individual)	Superseded
805C-42A-4033	Manage Mobilization Procedures	805C - Adjutant General (Individual)	Approved
805C-42A-4020	Process Line of Duty (LOD) Investigations	805C - Adjutant General (Individual)	Superseded

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
42A - Human Resources Specialist - SL4	Enlisted	MOS: 42A, Skill Level: SL4, Duty Pos: UQJ